



Reg Obj #: For Office Use Only

## CHECKLIST FOR UNDERGROUND TANK INSTALLATION

Complete one form for each  
tank and related piping.

The information you provide may be used for  
secondary purposes [Privacy Law, s.15.04(1)(m)].

**Return Completed Checklist To:**  
Wisconsin Department of Commerce  
ERS Division  
Bureau of Petroleum Products and Tanks  
P. O. Box 7837  
Madison, WI 53707-7837

### This checklist covers

installation of: ☐ Tank; ☐ Piping; ☐ Vapor Recovery; ☐ Spill Containment; ☐ Overfill Protection;  
☐ Leak Detection; ☐ Corrosion Protection; ☐ Automated Fueling (key-card-code); ☐ Lining

#### A. IDENTIFICATION: (Please Print)

1. Installation Name			2. Owner Name				
Installation Street Address (not P.O. Box)			Owner Street Address				
<input type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Town of:	<input type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Town of:	State	Zip Code
State	Zip Code	County	County	Telephone No. (include area code) ( )			
3. Installation Company Name (print)			Installation Company Street Address			State	Zip Code
Company Telephone No. (include area code) ( )			Certified Installer Name			Installer Certification No.	

#### B. PLAN APPROVAL

- |   | Installer<br>Verified    | Inspector<br>Verified    | NA                       |
|---|--------------------------|--------------------------|--------------------------|
| 1. Plans have been submitted and approved. ....                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. State plan number/LPO plan number is: .....                  |                          |                          |                          |
| 3. Tank Capacity: _____ gallons. Tank contents, if known: ..... |                          |                          |                          |

#### C. TANK CONSTRUCTION

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Tank is new and carries UL or other national testing label. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Tank is used, but has been recertified to meet the EPA new tank standard. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Tank is corrosion protected ( <input type="checkbox"/> cathodically protected steel, <input type="checkbox"/> fiberglass or <input type="checkbox"/> composite tank) and matches the equipment listed in the plan review. .... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Test stations have been installed for monitoring cathodic protection on the tank. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Gasoline and other Class I flammable tank vents discharge at least 12 feet above ground level, discharge only upward, and do not terminate under eaves or near a building opening. ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Fuel oil, diesel or other Class II or III A liquid storage tank vents are at least 4 feet above ground level. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Overfill protection device is installed and matches plan submittal. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Spill containment device installed. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### D. TANK HANDLING AND TESTING

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Tank coating was inspected and any damage to the coating repaired. ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Preinstallation test of single wall tank conducted by pressurizing tank with 3-5 psi air pressure, soaping all surfaces, seams, and fittings and inspecting for bubbles. ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| or  |                          |                          |                          |
| Preinstallation test of double-walled tank: pressurize inner tank to a maximum of 5 psi, seal inner tank and disconnect external air supply, monitor for one hour. After one hour, pressurize the interstitial space with a maximum 5 psi air from the inner tank and use a second gauge for monitoring the pressure. Soap all surfaces, seams and fittings and inspect for bubbles. .... |                          |                          |                          |
| 3. Tank tested after backfilling through precision test, approved tank gauge or interstitial monitor. ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Tank gauge or interstitial monitor verified as operative. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### E. TANK SITE AND BACKFILL

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Tank located a minimum of 3 feet from property lines and 1 foot from buildings. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Tank is spaced a minimum of 2 feet from any other tank. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Backfill for steel or fiberglass clad steel tank is clean, washed, well granulated sand, crushed rock, or pea gravel no larger than 3/4 inch. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Backfill for fiberglass tank is pea gravel naturally round with minimum diameter of 1/8 inch and maximum size of 3/4 inch or crushed rock or gravel between 1/8 and 1/2 inch in size. .... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Minimum of 1 foot of compacted backfill in bottom of excavation. (If hold down pads are used, bedding may be reduced to 6 inches.) ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Bottom hold down pads used. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Fiberglass tank with 1 foot of compacted backfill over top of pad. ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Steel tank with 6 inches of compacted backfill over top of pad. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Backfill material placed over tank to a depth of at least 1 foot. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Backfill compaction is adequate to securely and evenly support the tank and prevent movement/settlement. ....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Excavation is in a bog, swampy area or landfill and a filter fabric was used to prevent the migration of the backfill material. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**E. TANK SITE AND BACKFILL (continued)**

	Installer Verified	Inspector Verified	NA
10. Tank in area of vehicle traffic, 3 feet of earth cover or 18 inches of earth plus 6 inches of reinforced concrete or 8 inches of asphalt. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Tank in area not subject to traffic, a minimum of 2 feet of earth or 1 foot of earth plus 4 inches of reinforced concrete or 6 inches of asphalt. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F. TANK ANCHORAGE**

1. Installation is in an area of high water table or subject to flooding and tank is anchored. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Anchor straps for fiberglass tank were nonmetallic and were placed according to manufacturer's specifications. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Anchor straps for steel tank were either nonmetallic or electrically isolated from the tank structure. (All metal fittings are protected from corrosion.).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mid anchoring with non conductive material between tank and concrete. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**G. PIPING (Indicate whether piping is ☐Fiberglass; ☐Steel; or ☐Flexible; then check one of the types below before proceeding to answer 1-13.**☐ Pipe installation is vapor recovery pipe only.☐ Pressurized piping with ☐ auto shutoff, ☐ alarm or ☐ flow restrictor.☐ Suction piping with check valve at tank. ☐ Suction piping with check valve at pump and inspectable.

1. Piping is sloped back to tank or to a sump (1/8 inch per foot). ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Piping is evenly and adequately supported by at least 6 inches of backfill bedding. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Piping trench provides at least 18 inches of compacted backfill and paving on top of piping. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pipes are separated by at least twice the pipe diameter. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Pipes are separated from the trench excavation sidewalls by at least 6 inches. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Piping was isolated from the tank and dispenser and tested at 150% of operating pressure of the system (but not less than 50 psi) for 1 hour prior to and after backfilling. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Secondary containment piping was tested for tightness before it was covered, enclosed or placed in use. For rigid secondary piping test at 10 psi .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For flexible secondary piping, test at manufacturers' recommendation: _____ psi. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. After backfilling, piping was isolated from the tank and dispenser and precision tested at 110% of operating pressure but not less than 50 psi for 1 hour. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Piping was isolated from the tank and dispenser and tested through another approved means prior to and after backfilling. Indicate method(s): Prior _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Metal piping protected from corrosion by <input type="checkbox"/> cathodic protection or <input type="checkbox"/> operational impressed current .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Test stations have been installed for monitoring cathodic protection on piping. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Flexible connectors are used at the top of tank, between tank and vent pipe, below the dispenser and also where less than 4 feet of run exists between changes in direction with fiberglass piping. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Dispensers, pumps, check valves, etc., not cathodically protected are electrically isolated from metallic piping .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**H. PRIMARY LEAK DETECTION (Check which applies under both TANK and PIPING)**

1. Tank

☐ Tightness testing and inventory control ☐ Automatic tank gauging ☐ Vapor monitoring ☐ Groundwater monitoring☐ Interstitial monitoring ☐ Manual tank gauging (only for tanks of 1,000 gallons or less)

2. Manufacturer / Vendor: \_\_\_\_\_ Probe #: \_\_\_\_\_

3. Model Name/#: \_\_\_\_\_ Material Approval #: \_\_\_\_\_

4. Piping (pressurized or suction with check valve at tank) Pipe installation is: ☐ single wall, ☐ double walled.☐ Tightness testing ☐ Automatic line leak detectors ☐ Vapor monitoring☐ Groundwater monitoring ☐ Interstitial monitoring

5. Manufacturer / Vendor: \_\_\_\_\_ Probe #: \_\_\_\_\_

6. Model Name/#: \_\_\_\_\_ Material Approval #: \_\_\_\_\_

7. Catastrophic Manufacturer Name: \_\_\_\_\_ Model: \_\_\_\_\_ Material Approval #: \_\_\_\_\_

**I. Comments:**

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**J. INSPECTOR INFORMATION**

Inspection Dates: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Inspector #: \_\_\_\_\_ Local Operator #: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Fire department providing coverage: \_\_\_\_\_ FDID #: \_\_\_\_\_

**K. INSTALLER CERTIFICATION**I certify that the tank and related piping was installed according to the manufacturers' instructions and comply with one of the following standards: ☐ API 1615, ☐ PEI RP100 or ☐ ANSI B31.4.

Installer Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**TANK INVENTORY FORM ERS-7437 SIGNED BY THE OWNER MUST BE SUBMITTED WITH EACH INSTALLATION CHECKLIST.**

Copy Distribution: White – Commerce Blue – Inspector Pink – Contractor Yellow - Owner